**Opportunity Profile**

**Director, Student Services and Registrar**

**Keyano College**

**The Organization**

Keyano College is a public, board-governed college that offers programs in arts, science, business, education, health and wellness, trades, and industrial training. Through its two campuses in Fort McMurray, satellite operations in Fort Chipewyan and its storefront learning centres in four northern communities, the College provides students throughout the Regional Municipality of Wood Buffalo with a wide variety of learning opportunities delivered through classroom, online and blended delivery models.

Keyano plays a pivotal role in enhancing sustainability within the region by collaborating with stakeholders to support social, cultural, recreational and economic development initiatives. Their specialized facilities, such as the Theatre & Arts Centre and the Syncrude Sport & Wellness Centre, help make Keyano an important community hub and gathering place.

**The Opportunity**

If you are a senior administrator with a passion for guiding students from admission to graduation, the role of Director, Student Services and Registrar may be the perfect fit.

This critical member of the senior leadership team has a high degree of responsibility and accountability for enrolment, academic integrity and student success. Leading a team to optimize student-centred services through a combination of excellent service and forward-looking recruitment practices, this role will impact the success and efficient operation of Keyano College.

Reporting to the Vice President Academic, the Director, Student Services and Registrar integrates strategic planning and implementation with the goal of optimizing Keyano College’s student-centred services. The incumbent will sit at the President’s Council table and have a visible role across campuses. Working closely with Deans and students, the Director will enhance the experience of prospective and current students, from initial inquiry to graduation.

**Responsibilities:**

* Provide leadership in the areas of recruitment, admissions, student records, advising, student aid, awards, and counseling and accessibility services.
* Develop departmental strategy, vision and goals in conjunction with the College’s Comprehensive Institutional plan.
* Lead strategic and functional planning to increase enrollment numbers and establish a service-oriented culture.
* Liaise with Deans, students and key contacts in the community to enhance student experience.
* Oversee the development and maintenance of consistent systems, policies and procedures across the department.
* Provide support to improve alignment with other departments, and establish effective and efficient communication channels across multiple sites and campuses.
* Participate in committees and attend provincial meetings as a representative of Keyano College.
* Provide leadership and mentorship to four direct reports and 25+ indirect reports, and establish a flexible workplace environment that protects the organization’s reputation and encourages innovation to increase registration.
* Manage budget and planning activities for the department.

**The Ideal Candidate**

As the ideal candidate, you are a seasoned leader with the ability to foster an atmosphere of trust, collaboration, and excellence. Skilled at strategic planning, you are innovative in your approach to removing barriers and finding ways to better serve students.

Personable and communicative, you have the skills to effectively represent the organization both internally and externally. Your ability to articulate a cohesive and compelling vision has enabled you to build strong teams that consistently deliver exceptional service and results.

**Requirements:**

* Minimum of five years’ experience in a senior leadership position, delivering student services within a post-secondary institution.
* Graduate degree or equivalent, preferably in management or post-secondary administration.
* An equivalent combination of education, skills and experience may be considered.
* Analytical and problem-solving skills to diagnose and resolve issues that may hinder the department’s performance and results.
* Ability to create and implement strategic enrollment plans and functional plans.
* Professional and tactful, with excellent verbal and written communication skills.
* Superior people leadership and relationship building skills.
* Understanding of change management methodology to ensure new practices are readily accepted.
* Proven ability to flex with situations and effectively manage competing demands.
* Superior ability to plan, analyze and manage budgets and day-to-day operations.

To be considered for this exciting opportunity, please forward your resume to:

Darlene Winterburn

Director, Executive & Professional Search

HumanEdge Global

Phone: 250.941.0570 c. 250.609.6919

Email: [darlene@humanedgeglobal.com](mailto:darlene@humanedgeglobal.com)